How to set-up your Incas CEM Assessments (WEB Only Version) via CEM Secure

This document will provide guidance to successfully set-up and administer your Incas CEM Assessments.

We will cover:

- Access Incas via the CEM Secure website
- Uploading student details
- Edit a student record
- Access your student Incas assessment module passwords
- Find your Incas assessment Passkey
- Creating your assessment shortcut
- Checking who has been tested

Logging into the CEM secure website

You will have created your **CEM Secure** account prior to purchasing the Incas assessment. You can access the Incas assessment either from the **CEM Secure** website or via the *Incas+* website which you will have a username and password for.

In this guide we will access Incas via the CEM Secure website.

From the CEM website (www.cem.org) and from the *Secure Sites* menu option select *CEM Secure.*
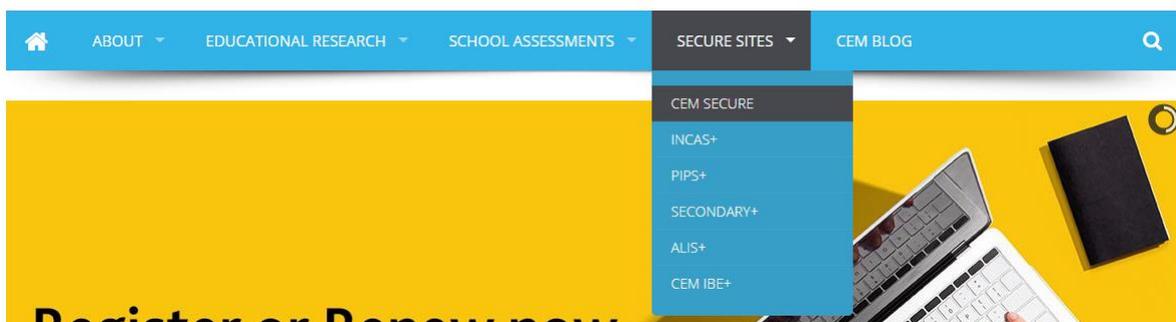
- Enter your school *Username* and *Password* into the relevant text boxes.

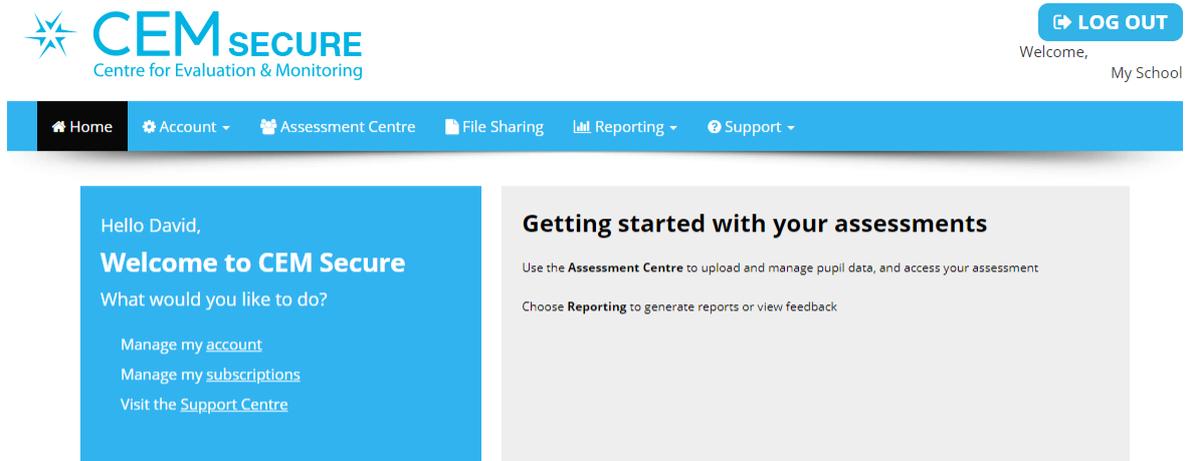This is the CEM Secure website (your school name will be displayed in the top right of the screen.
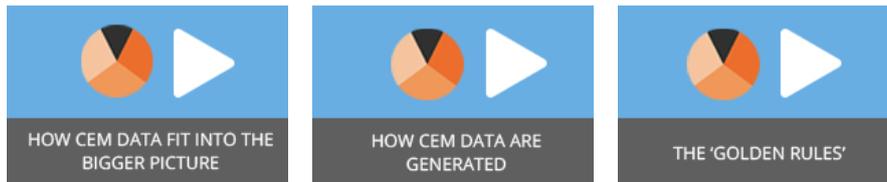
- From the displayed menu choose **Assessment Centre**

- You will now be asked to Select the Assessment. The CEM Secure website is also where you can access the BASE reception age assessment, so this assessment may also appear as an option. In this guide we will select the **Incas** assessment. Highlight the most recent Incas academic year and click **OK**.
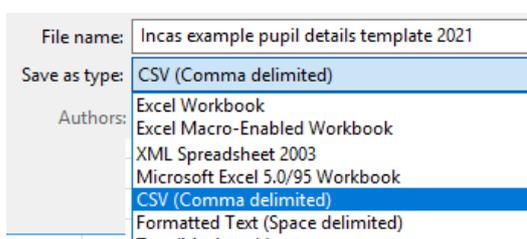
This is the Assessment Centre.

Upload student details (mandatory)

A student details file has to be loaded prior to Incas assessments being taken. Once student details have been loaded the individual module passwords for each student will be automatically generated.

Your file will need to include the following information (a * indicates a required field):

Column Header	Description
* First name	The first name by which the pupil is usually known
* Surname	The surname by which the pupil is usually known
* DOB	dd/mm/yyyy
* Gender	M for male pupils or F for female pupils
* Class	The class name can be up to 25 characters
* Year Group	1,2,3,4,5,6 (Eng, Aus) P2,P3,P4,P5,P6,P7 (Scot, NI)
UPN/student code	UPN or SCN (Unique Pupil Number or Scottish Candidate Number)
English as an Additional Language	English as an Additional Language
Free School Meals	Is the pupil entitled to Free School Meals?

Create your details file in Microsoft Excel and save it as a **csv** file:

- Choose the *Import* option from **Assessment Centre**. Click *Choose File* and browse to where you have saved your details file, if your file does <u>not</u> have a header row change *Yes* to *No*, and then click *Upload*.

Import Pupil Details for InCAS

The following steps enable you to import your pupil details ready to run the assessment.

a. Select the file using the button below

Choose file | No file chosen

b. Does the file contain column headers?

⦿ Yes ○ No

c. Click to upload the file

UPLOAD

- You will then have the option to match the headers in your file with the CEM Headers. If your file headers are the same as the CEM Headers then they should automatically match.
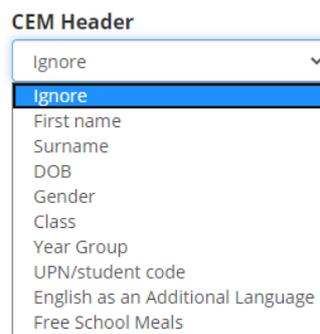
Import Pupil Details for InCAS

The following steps enable you to import your pupil details ready to run the assessment software.
The left hand column in the table below shows the column headers from your file. The columns are shown as Column_0 if no headings were provided.
a. Please select the descriptions which best match the content of your file using each drop down list in the right hand column.

Header in the file	CEM Header
Surname	Surname
Forename	First name
Gender	Gender
DOB	DOB
Class	Class
yeargroup	Year Group

- If any columns do not automatically match you can manually match by clicking the down arrow in each header box and make your match selection from the options available (shown below):

CEM Header

Ignore
Ignore
First name
Surname
DOB
Gender
Class
Year Group
UPN/student code
English as an Additional Language
Free School Meals

- Once all matches have been made you have the chance to review what is going to be loaded. Click *Next* if you are happy to load.

Import Pupil Details for InCAS

The following steps enable you to import your pupil details ready to run the assessment software.

Edit

First name	Surname	DOB	Gender	Class	Year Group	edit	
Alfie	Argyle	01/10/2013	M	Brabham	1	✎ Edit	✕ Delete
Edith	Edinburgh	01/10/2012	F	Brabham	2	✎ Edit	✕ Delete
Freddie	Fife	01/10/2011	M	Brabham	3	✎ Edit	✕ Delete
Isla	Inverness	01/10/2010	F	Lotus	4	✎ Edit	✕ Delete
Pal	Perth	01/10/2009	M	Lotus	5	✎ Edit	✕ Delete

NEXT

- Your details are now loaded!!

Getting your Student Incas Module Passwords

To successfully take an incas module, a student will need to enter their unique 3 character password when the Incas assessment is launched. Each student will have a unique password for each Incas module, 6 in total (Reading, General Maths, Developed Ability, Mental Arithmetic, Spelling and Attitudes).

- From the Assessment Centre menu select *Password lists*.

select assessments	import	manage pupil details	password lists	carry out assessments	status reports	return results

Password Lists for InCAS

This page lists the passwords for all sessions. Please note that passwords do not become inactive once an assessment has been completed in case a school wishes to retest a pupil.

Schools should be aware that if pupils have open access to the software then they will be able to log themselves into the software at any time and re-sit the assessments. Therefore, schools may wish to remove access to the software once testing is complete to prevent accidental re-sitting of assessments.

Filters Year   Class   Session

- All -   - All -   - All -

If you are taking Incas assessments in several year groups you may want to filter your passwords using the available filters: **Year**, **Class**, **Session**.

You can also *Print* your passwords ready to distribute them to your students.

This example shows the Genral Maths Quiz passwords for a chosen class.

First name	Surname	DOB	SubtestName	Password
Brabham				
Alfie	Argyle	01/10/2013	General Maths Quiz	**XXX**
Edith	Edinburgh	01/10/2012	General Maths Quiz	**YYY**
Freddie	Fife	01/10/2011	General Maths Quiz	**ZZZ**

Filters — Year: - All - | Class: Brabham | Session: General Maths Quiz

Editing a Candidate

Once you have loaded your student details, you can edit them by selecting *Candidate Editor* then choose the required student record and click *Edit*.

You can also create a new student or class by selecting *New*, or *Move* a student into a different year group or class, and also *Delete* a student record.

select assessments	import	manage pupil details	password lists	carry out assessments	status reports	return results

Manage Pupil Details for InCAS

On this page you can add and edit pupil details. Use the filters to specify the year group or class you wish to view.

Filters — Year: - All - | Class: - All -

NEW ▾ **EDIT** ▾ **MOVE** ▾ **DELETE** ▾

edit	First name	Surname	Gender	DOB	Class	Year Group	UPN/studen...
☐ Edit	Alfie	Argyle	M	01/10/2013	Brabham	Year 1	
☑ Edit	Edith	Edinburgh	F	01/10/2012	Brabham	Year 2	
☐ Edit	Freddie	Fife	M	01/10/2011	Brabham	Year 3	

- If you need to edit a student record, highlight the student and click *'Edit'*.

Edit Pupil

Forename *	Edith
Surname *	Edinburgh
DOB * (dd/mm/yyyy)	01/10/2012
Gender *	○ Male ● Female
Class Name *	Brabham
Year Group *	Year 2
UPN/student code	
English as an Additional Language	- not specified -
Cognitive and Learning Difficulties	☐
Emotional, Behavioural and Social Difficulties	☐
Sensory and Physical Difficulties	☐
Communication and Interaction Difficulties	☐
Other Need	☐
Deafness	- not specified -

- When all changes have been made, click *'Save'*.

Emotional, Behavioural and Social Difficulties	☐
Sensory and Physical Difficulties	☐
Communication and Interaction Difficulties	☐
Other Need	☐
Deafness	- not specified -
Free School Meals	- not specified -
Ethnicity	- not specified -
Born in UK	- not specified -
Postcode	

* Required

SAVE CANCEL

Access the Assessment Shortcut and Assessment Passkey

To complete the assessments you will need to access the **Assessment shortcut** and **Passkey**.

- Select the *'Carry out Assessments'* menu option.

Carry Out Assessments for InCAS

Please select the assessment software you would like to download.

- This version of the software should be used by schools who have computers with **no internet connection.** - For more details click 'Non-Web Version'	- This version of the software should be used by schools who use a **wireless** internet connection or occasionally have problems with an **intermittent internet connection.** - For more details click 'Dual Version'	- This version of the software should only be used by schools who have a **high speed wired internet connection.** - For more details click 'Web-Only Version'
Non-Web Version	Dual Version	Web-Only Version

Choose the version of the assessment you will be taking

There are 3 versions of the assessment:
- Non-Web Version
- Dual Version
- Web-Only Version

In this guide we will show the **Web-Only-Version** process.

- Click on the *arrow* in the Web-Only box.

You will be taken to the Web delivered page.

Web Delivered Assessment for InCAS

WEB-ONLY VERSION

This version of the software should only be used by schools who have a high speed wired internet connection.

🛈 Technical Installation Guide

ASSESSMENT SHORTCUT

Click here to download the assessment shortcut.

Or

Copy and paste the text below into a shortcut.
https://assessments.cem.org/incas/GetSessionID.aspx?

PASS KEY FOR ASSESSMENT

For security reasons to access your assessment over the web using a browser, you will have to enter a pass key. For your assessment these are listed below.

Assessment	Key
InCAS	G7.

- You can **'Click here'** to download the assessment shortcut.
- The Passkey for your Incas assessments will be displayed in the **Key** column. **Remember the passkey is unique to your school but is the same for each student who will be taking an Incas assessment, regardless of the cohort they are in.**
- The **shortcut** will appear in the bottom left corner of your Chrome browser. This can then be saved somewhere on your school system, in a location where the students can access it.

🔴 Link (10).html

You can also create a desktop shortcut this way:

- **Highlight** the shortcut text displayed beneath the **Click Here** link and **'Copy'.**

Click here to download the assessment shortcut.

Or
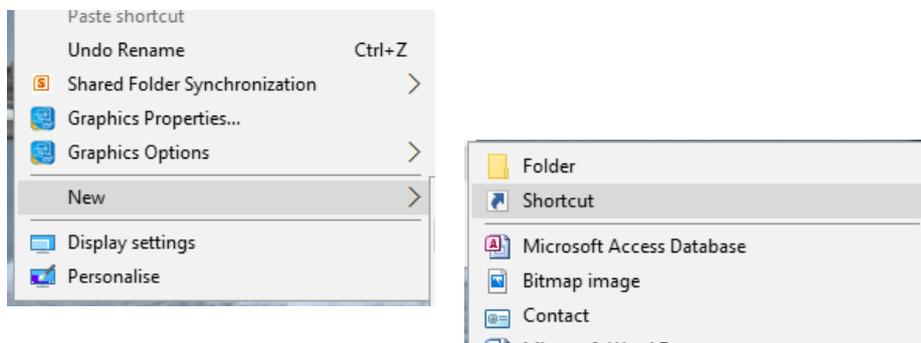
Copy and paste the text below into a shortcut.
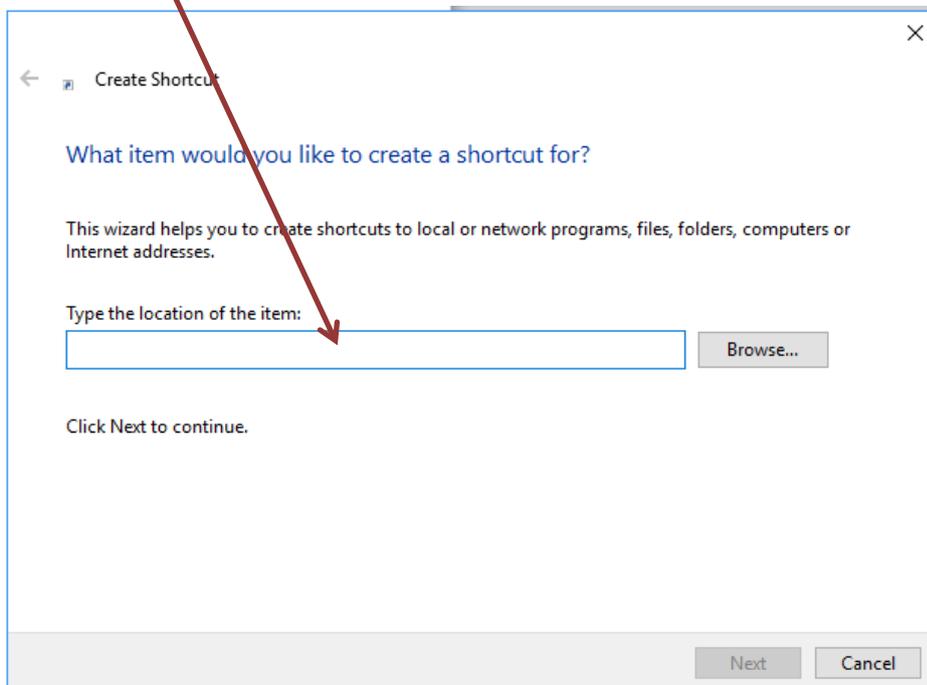https://assessments.cem.org/cabt/GetSessionID.aspx?reg
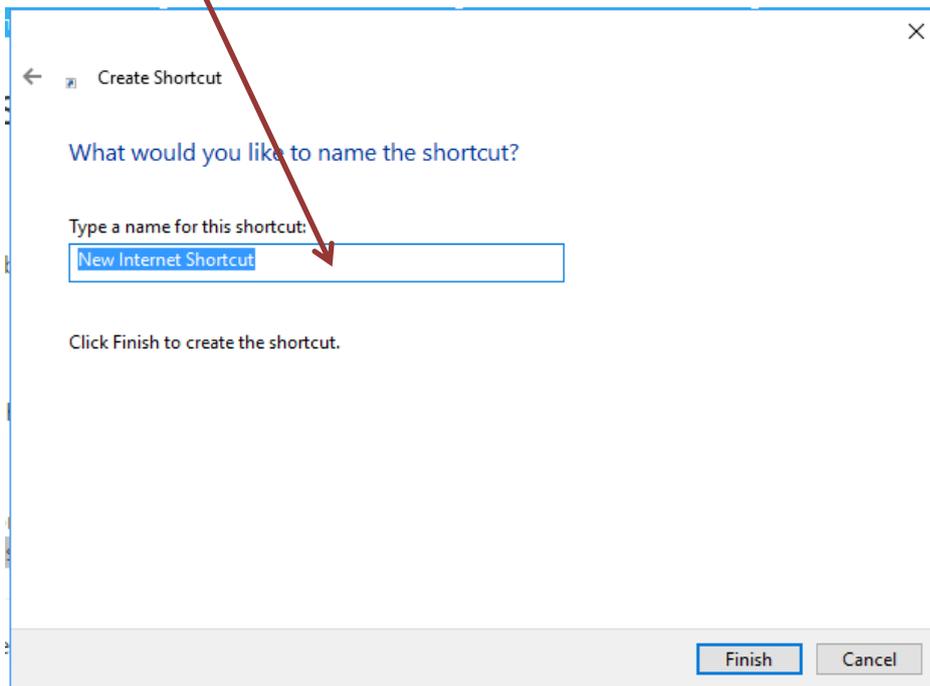
For security reasons a pass key is required to access your asses

- Go to your computer desktop and right click your mouse and select *'New'* then *'Shortcut.'*

Paste shortcut

Undo Rename   Ctrl+Z

S Shared Folder Synchronization   >

Graphics Properties...

Graphics Options   >

New   >

Display settings

Personalise

Folder

Shortcut

Microsoft Access Database

Bitmap image

Contact

- **Paste** the copied shortcut text into the location text box

×

← ▫ Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers or Internet addresses.

Type the location of the item:

[   ]   Browse...

Click Next to continue.

Next   Cancel

- **Rename** your assessment link (I have renamed my example test link **Incas Assessment**)

- My test link now looks like this on my computer desktop.
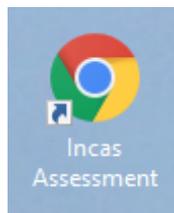
NOTE: the assessment link will be the same for all the Incas CEM assessments your school may be taking.

The Passkey is unique to your school and is the same for each student in your school who will be taking an Incas assessment.

The Incas module Passwords are unique to each student, and each module will have a different password.

Testing students

When students come to take the assessment they will be required to do the following:

- The student will select the **Incas Assessment link**
- They will enter the Incas school Assessment **Passkey**
- They will enter their unique 3 character **Module Password**
- The student will set the computer volume to the required level (remember there is sound with the Incas test so working headphones will be required)
- The assessment will start
- The student will follow the **on-screen** instructions and **complete** the test
- When the assessment module is completed the student will see an on-screen message to say the test has been **completed** and their results **returned to CEM**
- The internet browser can then be closed

What if something goes wrong?

Using the fully online version there is always the risk that an internet connection may be broken. This may result in the automatic transfer of a student's test responses file being unable to be transferred to CEM when the test is completed.

If this happens a message will be displayed on screen to say that the transfer of the completed assessment file has failed.
Don't worry the results can be returned to us manually.
You will be prompted to save the results file somewhere on your computer. We would recommend saving the file to your computer desktop or documents folder, and rename it as the name of the student.

This can then be returned using the *Return Results* menu option from Assessment Centre. Simply click *Choose File* and browse to where your file is saved and click *Upload*.

Return Results

This page should be used to return your assessment data for the Non-Web Version of the assessment software or where the web connection failed during automatic return of data (Instructions on how to create the file for upload can be found in the FAQ section).

Choose file | No file chosen

UPLOAD

Checking who has been tested

By selecting the **Status Reports** menu option in Assessment Centre you can see who has completed the assessment and who is still to be tested, example shown below:

The Incas modules are displayed and the status of each.

- **Pending** – the module has not yet been taken
- **Completed** – the module has been successfully completed
- **In-Progress** – the module has been started but not finished